

**PRESTON COUNTY SCHOOLS**  
**731 Preston Drive, Kingwood WV 26537**  
**2017-18 School Year**

**Notice of Vacancy for Extracurricular Contract**

**Posting Date:** December 15, 2017

**Closing Date:** Until Filled

**After School Explorers--21<sup>st</sup> Century Community Learning Center Grant**

**Position:** Instructor-After School Explorers Program

**Location(s):** Fellowsville

**Supervisor(s):** Site Coordinator, Program Director, Program Assistant, Site Principal, PCS Director of Curriculum

**Contracted Salary:** \$20.00 per hour. Position dependent upon grant funding

**Budget Source:** 21<sup>st</sup> Century Community Learning Center Grant(s)

**Employment Term**—Upon approval through the end of the 2017-18 grant funding cycle; not to exceed 214.25 hours for the grant cycle. This is a grant funded position. Position contingent on student enrollment.

The purpose of the grant is to improve parent and student achievement to ensure that families receive the highest educational opportunities and achievement possible.

**Position Goals:** For the duration of the 25 week After School Explorer's Program, beginning in September/October 2-hours direct instruction continuing after the end of the regular school day, 4 days per week (M-Th), also includes additional hours to be used for planning, record keeping, documentation, program maintenance, program marketing, student sign in/out per posting. Contract includes additional paid time for staff orientation & trainings, family and special events and sustainability to promote family achievement.

**Minimum Qualifications:**

1. High School Diploma, TACS, Bachelor's Degree preferred
2. Excellent ability to complete computerized and paper documentation and complete all tasking on time
3. Experience working with students in grades K-8
4. Experience and proficiency with instructional technology and multi-media equipment (e.g., Power Point, White Boards, Smart Boards, Handheld computers)
5. Experience implementing The EdVenture Group After School Excellence –ASE STEAM program preferred
6. Ability to communicate well to children, school staff, volunteers families and community members
7. Experience working with at-risk children and children with disabilities
8. Excellent interpersonal and organizational skills
9. First Aid and CPR Certification preferred
10. Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not-eligible for consideration.
11. Satisfactory references concerning past performances
12. Satisfactory past evaluations.

**Duties and Responsibilities:**

1. Make your program attendance a priority. If an absence is necessary, alert Site Coordinator and Project Director immediately.
2. Provide direct instruction to students enrolled in the after school program.
3. Stay with your assigned students at all times during the program.
4. Complete and submit accurate time sheets per PCS calendar that include date, time worked and a brief, detailed narration of what was accomplished in a timely manner to Site Coordinator.
5. Submit instructor lesson plans with time sheets per PCS calendar. First time sheet will include lesson plans from previous week(s) as well as plans for the following pay period. Subsequent time sheets will include plans for the following pay period. Plans will be submitted to Site Coordinator for review and then to the Program Director.
6. Assist with daily attendance and snack count during each session as requested by Site Coordinator.
7. Complete Activity Reports at the end of each session and submit completed reports to Site Coordinator at the end of each month.
8. Assist Site Coordinator as needed with contacting regular day teacher about ASE program, teacher survey and/or obtaining teacher contact information and planning enrichment activities for the program.
9. Assist Site Coordinator as needed with student enrollment forms per school day teacher recommendations.
10. Assist Site Coordinator as needed with student recruitment to maintain teacher-student ratio per grant specifications. Low enrollment will reduce staff.
11. Provide direct after school instruction as planned to include instructing and assisting students as needed in Reading/Math, homework help, enrichment as aligned with the 21<sup>st</sup> Century Common Core Standards and recreation to promote overall health and wellness. In addition, help secure presenters for Multi-Cultural Education, Parenting Programs/Family Fun Nights, Community Service Projects, Drug, Alcohol & Tobacco Prevention Activities, Character Education and Career Awareness Activities by as directed by Site Coordinator.
12. Monitor student progress with EdVenture pre and post testing, lessons and assessments. Provide progress reports to regular day teachers, students, parents on at least a monthly basis through weekly team planning. Provide copy to Site Coordinator.
13. Collaborate and document monthly contact with parents and regular day teachers to target and provide services based on student, family and school needs.
14. Attend trainings, staff meetings, parent trainings and family enrichment activities as scheduled and required.
15. Attend meetings or trainings on behalf of Site Coordinator as requested.
16. Assist Site Coordinator with recruiting and scheduling volunteers and speakers for after school programming and added enrichment as requested.
17. Assist Site Coordinator with a monthly article, pictures and video about the after school program for various media.
18. Assist Site Coordinator with conducting 3 after school fire drills during the 25 week program.
19. Assist in activities geared to financially sustain programming when grant funding has ceased, to include grant writing and active fund raising.

20. Assist Site Coordinator with maintaining program inventory including review at the beginning of the program and updated inventory at the end of the program year as needed.
21. Assist Site Coordinator in other areas as assigned or requested.
22. Complete staff evaluation with Site Coordinator.

**To Apply:** Submit application or bid sheet, resume and cover letter to Preston County Schools.

*Equal Employment Opportunity:*

*As required by Federal law and regulations, the Preston County Board of Education and the County Office do not discriminate on the basis of sex, religion, race, color, disability, age or national origin in employment or in its education programs and activities. Inquiries may be referred to the Title IX Coordinator, Preston County Schools, 731 Preston Drive, Kingwood WV 26537, phone 304-329-0580 or to the United States Department of Education, Director of the Office for Civil Rights.*

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